



**Solicitation Information
March 6, 2013**

RFP # 7461299

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Submission Deadline: Friday April 5, 2013 11:00 AM (Eastern Standard Time)

PRE-BID/ PROPOSAL CONFERENCE & WALKTHROUGH: Yes

Date & Time: March 15, 2013 1:30 PM (Eastern Standard Time)

Mandatory: Yes

**Location: Eisenhower House
One Lincoln Drive
Newport, RI**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **March 22, 2013 @ noon (Eastern Standard Time)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information addenda.

SURETY REQUIRED: No

BOND REQUIRED: No

**Thomas Bovis
Interdepartmental Project Manager**

NOTE TO VENDORS:

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached shall be deemed to be non-responsive.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

1.1) INTRODUCTION

- a) The Rhode Island department of Administration, Division of Purchases, on behalf of the Department of Administration, Division of Capital Projects and Property Management, Division of Facilities Management and the Rhode Island Historical Preservation & Heritage Commission, hereby solicits proposals from qualified firms to provide architectural, engineering services for the renovation of the historic Eisenhower House and related out buildings located at One Lincoln Drive, Newport, RI, in the Fort Adams section of Newport, RI. This solicitation and any subsequent contract award shall be by the Division of Purchases' Procurement regulations and General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), not an Invitation for Bids. Responses shall be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases, other than to name those Offerors who have submitted proposals.
- c) The Offeror selected for contract award, or any subcontractor(s) by the Offeror to assist with the project shall not be eligible to bid on any underlying contractor services for the construction of this project.

1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential Offerors are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.
- b) In order to submit a proposal, Offerors must register with the Division of Purchases. For information of registering, please see the Division of Purchases' website at www.purchasing.ri.gov under the heading "Vendor Registration Information."
- c) All proposals should include the Offeror's FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP shall be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Offerors in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered.. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Offerors are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Offerors should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@gw.doa.state.ri.us, Visit the website <http://www.mbe.ri.gov/>
- l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail raymond1@gw.doa.state.ri.us
- m) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor’s services are clearly stated in the Offeror’s proposal.
- n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all

interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

- o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Offeror, as necessary, to serve the best interests of the State.

1.3) ARCHITECTURAL / ENGINEERING SERVICES

- a) Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.
- c) The Division of Design Professionals can be contacted as follows:

Department of Business Regulation
Division of Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

- d) Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.

SECTION 2 – SCOPE OF WORK

2.1) BACKGROUND

- a) The Eisenhower House is an historic late nineteenth-century house that served as the residence for the Commandant of Fort Adams. Newport architects George C. Mason & Son designed the house in 1873, and General Henry Jackson Hunt was the first in a long line of military officers to live there. The most famous resident was President Dwight D. Eisenhower, for whom the house is named. President Eisenhower vacationed there during the late summer of 1958 and 1960. Given the close proximity to the Newport Country Club golf course, this became the president's Summer White House. The United States Navy transferred Fort Adams and Eisenhower House to the State of Rhode Island in 1964 for use as a state park. Today, the Eisenhower House is an historic site listed on the National Register of Historic Places, and the property is the scene of many public and

social events. The house and grounds command breathtaking views of Newport Harbor and Narragansett Bay and provide a setting for weddings, family gatherings, and corporate functions. (For additional information on the facility please go to www.eisenhowerhouse.com) NOTE: Currently there is a project advertised for some renovation work to the Eisenhower House as repairs are required this year.

- b) The State of Rhode Island is seeking a qualified architectural firm to provide design services for full architectural, site/civil, structural, mechanical, electrical, plumbing, HVAC, fire suppression and fire alarm, interior design, and landscape architectural services including the development of full Construction Documents and Construction Administration Services for the renovation of the main house, detached garage building, and shed along with improvements to the grounds.
- c) Because of the Historic importance of the building and the sensitive nature of the work, it is important that the successful bidder have a high degree of experience in restoration and rehabilitation of older buildings and with the Secretary of the Interior's Standards for Rehabilitation of Historic Places. The Architect submitting the bid must have been in business under the same name, and doing historic preservation for a minimum of five years. The successful bidder will be expected to demonstrate experience and qualifications by providing the following:
 - i. Provide history of the firm, including number of years it has been in business doing historic preservation work; a list of representative projects with final cost, year completed and description of work (e.g. exterior painting, roof repairs, structural repairs, window replacement, finish carpentry, and distinguish between restoration work, remodeling, renovation or new construction).
 - ii. Provide resumes for principals and key personnel who will be assigned to the project, including a list of relevant historic preservation projects with which they were personally involved.
 - iii. List three or more historic preservation projects on buildings 100 years old or more that were completed by this firm within the last five years. Include the date of completion, the age of the building, the cost of the project, a detailed description of the work, and a project reference with phone number.
 - iv. Subcontractors should have similar experience with historic buildings within their area of expertise. Provide firm history, resume of principals, and a list of relevant projects for each subcontractor.

The owner reserves the right and sole discretion to determine equivalent or prior experience and the right to reject any or all bids which fail to demonstrate equivalent prior experience. The owner will contact project references, and reserves the right to reject bids based on poor performance with similar projects.

- d) An existing conditions survey and report evaluating the entire building, structure, and all systems are to be done by the architect as part of the design services. This is to be part of the Building Study Report. This work is to be included in the Offeror's fee proposal.
- e) A hazardous materials survey, testing, report and plan should be conducted by a hazardous materials consultant. The architect is to supply and coordinate these services. The hazardous materials consultant should be a sub-consultant to the architect. This work is to be included in the Offeror's fee proposal.
- f) The current intent of the State is to close the Eisenhower House facility completely for one season in order to complete the exterior renovations, interior renovations and improvements to the grounds in a timely manner.
- g) Recent renovation and repair work includes the following:
 - i. **Carpentry Repairs:** These repairs included rebuilding the cornice where necessary, rebuilding the enclosed porch where necessary, repairing the enclosed porch sills and clapboards, repairing the ramp where necessary and miscellaneous repairs to clapboards and trim throughout.
 - ii. **Gutters and Downspouts:** This work included repairing all the main house gutters and aligning all gutters to pitch properly, soldering the copper at all joints, relining the gutters where needed, and repairing/replacing the downspouts.
 - iii. **Windows:** This work included removing all of the enclosed porch windows for repair and re-glazing, repairing the window frames, painting, weather-stripping and re-installing the windows.
 - iv. **Front Door:** This work included removing the front doors to be repaired off site. The panels of the door were replaced and the stiles and rails repaired. The frame was repaired and the door was reinstalled.
 - v. **Skylight:** The skylight, which had broken glass, was leaking badly. This work included replacing the glass, repairing the flashing, caulking and painting.
 - vi. **Bathrooms:** The Men's Room and the Women's Room on the first floor were also primed and painted.
 - vii. **Painting:** All of the exterior work that was completed was primed and painted as required.

2.2 BUILDING STUDY REPORT:

- a.) At the beginning of the project, the Offeror is to assess the condition of the exterior and interior of the main building, garage, and grounds and present their findings in a report. Measured drawings of floor plans on CAD shall be provided by the architect for the entire

main building, plus the garage and shed. Some preliminary CAD drawings of floor plans for the house will be made available to the successful offeror. See attached PDFs of floor plans. In addition to the physical structure, the report shall also include an assessment of the mechanicals, electrical, plumbing, HVAC and fire protection. The report is to include recommendations for improvements to remedy any deficiencies identified in the report. A preliminary report shall be presented by the architect for review by RIHPHC, RIDOA Capital Projects, and RIDOA Facilities Management. The Report is to include an itemized cost estimate for the proposed improvements. Offeror is to provide ten (10) hard copies and five (5) electronic copies (CDs) of the preliminary report. Similarly, ten (10) hard copies and five (5) CDs shall be provided by the Offeror of the final report.

- b.) RIHPHC has established a potential list of repairs and proposed improvements listed below under Section 2.3 Overview of Proposed Improvements. This is provided as a preliminary basis of work, however, the Offeror may determine that additional repairs and or work are necessary and these items should also be identified in the Report. Costs for the RIHPHC proposed improvements are to be provided by the consultant. The Report is to include a code review (see Section 2.2 f). Services shall include a hazardous materials survey, testing, report, and plan conducted by a hazardous materials consultant. The architect is to supply and coordinate these services. The hazardous materials consultant should be a sub-consultant to the architect. The hazardous materials survey should be included in the existing conditions portion of the report. Other items to be included in the report are an evaluation of the fire protection system including sprinklers, smoke detectors, evaluation of water service, and other related fire protection items.
- c.) Upon acceptance of the report and related cost estimate, the awarded Offeror is to work with the users to prepare a list of agreed upon improvements with associated costs. The consultant will advise and help prioritize proposals for interior and exterior work. Using their expertise, the awarded Offeror should suggest alternate work and lifecycle options. Offeror will proceed with schematic design for those improvements approved by the State consistent with the owner's budget.

2.3 OVERVIEW OF PROPOSED IMPROVEMENTS:

A. EXTERIOR:

a.) Masonry Repairs:

Four chimneys: repair, re-point and cap to match existing

b.) Roof Repairs:

Minor repairs to wood shingles and flashing.

Add a E.D.P. Roofing assessment.

c.) Windows:

52 windows (including 12 Basement windows)

Repair sash, replacing deteriorated wood as needed, remove glass and reglaze, scrap and re-sand to provide a good base for a new paint finish, or replace with new sash if deteriorated beyond repair.

Weather-strip all window sash with bronze interlocking weather stripping.
Repair frames as needed.
Provide new anodized aluminum interior storm windows.

d.) Porch

Redesign porch floor to shed water better.
Replace porch floor and porch steps with new mahogany flooring (or equally rot resistant wood but not an endangered wood).
Repair all porch posts, replacing deteriorated wood as needed.
Replace all balusters and rails that have not been recently replaced with new to match exactly.
Replace all newels with new newels redesigned to be more weather resistant but to match the existing appearance.

e.) Ramp

Remove existing ramp.
Redesign a new ramp at same location, but easier to use and more in keeping with the design of the house. Ramp is to be ADA compliant.

Alternate- The architect is also to provide an alternate for the following:

Provide all information, plans, and specifications to add a new handicap lift in an area defined by the owner. The area currently under consideration for the lift is in the existing enclosed space in the rear wing that is accessible to both the 1st floor and ground levels.

f.) Rear Steps, Shed, and Door

Remove existing rear steps.
Rebuild rear steps to match existing including newel, handrail and balusters.
Repair shed, replacing wood as needed.
Repair the rear door.

g.) Bulkhead

Remove existing bulkhead.
Rebuild new bulkhead to match existing.

h.) Garage

Upgrade exterior bathrooms with new wall, ceiling and floor finishes that are suitable for damp environments.
Repair all trim and siding at the garage as needed.
Provide new garage doors that are architecturally compatible with the building.

i.) Painting

Completely scrap and re-sand all exterior surfaces to provide a good base for a new paint finish and prepare the entire house and garage for painting. All work is to be in accordance with the Secretary of the Interior's standards for Historic Preservation.
Make necessary carpentry repairs.

Paint the entire house, garage. The Architect is to look at possibly painting with Rhinoshield or equal and evaluate life cycle options for different paint products.

j.) Electrical

Remove all unused electrical wiring and equipment at the exterior.

Repair all of the existing electrical including the light posts around the drive.

Move exterior outlets from the west wall of the house to the light pole location on the west lawn.

Provide additional exterior outlets at the garage location.

Provide timers on all of the exterior lighting.

B. INTERIOR:

a.) First Floor

i.) Parlor, Library and Dining Rooms

Provide window treatments and upholstery

ii.) Enclosed Porch

Prep and paint walls and ceiling.

Provide furnishings.

Remove existing tile floor and provide new tile floor

iii.) Front Stair hall

Repair plaster as needed at walls up through the third floor.

Paint all walls, ceilings, and wood work.

Refinish stairs and landings above first floor.

Refinish handrails and balusters as needed.

Provide cabinet for fire extinguisher and move to a new location.

iv.) Kitchen and Pantry areas

Remove all existing fixtures, appliances and finishes.

Salvage stove, refrigerator for reuse.

Prep and paint all walls, ceilings, and wood work.

Install new ceramic tile floor.

Provide new cabinets, counter and sink. Install salvaged kitchen items identified above.

Re-open previously existing pass through door area that went from the kitchen to the dining room areas.

v.) Men and Women's Rooms

Provide new toilets sinks and urinal.

Remove existing tile and provide new tile floors.

Provide new furnishings and window treatments.

b.) Second Floor

i.) Southeast Room (Office)

Prep and paint all walls, ceilings, and wood work.

Refinish wood floor.

Provide new area carpet, window treatments and office furnishings.

ii.) Northeast Room (Staff Room)

Remove and replace fixtures at bath.

Prep and paint all walls, ceilings, and wood work.

Refinish wood floor in room.

Provide new tile floor at bath.

Provide carpet, window treatments and furnishings.

iii.) Northwest Room (Client Lounge)

Prep and paint all walls, ceilings, and wood work.

Refinish wood floor.

Provide new carpet, furnishings and window treatments.

iv.) West Room (Bride's Changing Room)

No work needed.

v.) Bride's Bath

Remove all existing fixtures and finishes.

Repair plaster as needed at walls and ceilings.

Paint all walls, ceilings, and wood work.

Install new tile floor.

Provide new shower, toilet and sink.

Provide dressing table and mirror.

c.) Second Floor Ell

i.) North Rooms (Groom's Dressing Area)

Remove all existing finishes.

Prep and paint all walls, ceilings, and wood work.

Refinish wood floor.

Provide new carpet and window treatments.

Provide furnishing for Groom's Room.

ii.) Ell Bath

Remove and relocate entry door and casing with an appropriate infill and relocate new door to adjacent wall.

Remove all existing fixtures and finishes.

Move pipes in wall to an interior wall location to prevent freezing.

Repair plaster as needed at walls and ceilings.

Paint all walls, ceilings, and wood work.

Install new tile floor.

Provide new fixtures.

d.) Third Floor

Provide new-insulation in the third-floor ceiling.

Provide an 8 head sprinkler system at the third floor, stair hall and storage area.
Consultant to evaluate suggested fire protection system.
Remove existing finishes down to the plaster in all third floor spaces.
Repair all plaster walls and ceilings.
Paint all walls, ceilings and woodwork.
Refinish all wood floors.
Provide ceiling fans in all the third floor rooms and stair hall.
Repair and paint third floor storage area at ell.

e.) Basement

Clean up as needed.
Remove all excess, unused electrical, plumbing and heating equipment. The existing phone bank system is to remain
Install dehumidification.
Provide adequate ventilation.

C. MECHANICAL AND ELECTRICAL

a.) Heating

Replace 3 defective 3-way zone valves.
Repair radiator controls throughout the house as needed.
Add circulator shut off and controls.
Add boiler controllers
Install check valve at boiler.
Install boiler backflow preventer.
Re-pipe and add Low water cut off to code.

b.) Cooling

Provide central air conditioning at the first floor.

c.) Electrical

Upgrade outdated wiring throughout removing all unused old wiring.
Provide wiring for data for the first and second floor areas of the main house.
Remove all old outlets that are improperly installed or that have become detached and provide new outlets as needed.
Evaluate the current electrical service and make recommendations for upgrades as needed.
Review the condition of the Current Transformer Cabinet (bottom of cabinet) and make recommendations.

D. FIRE PROTECTION

The fire protection system is to be designed by a qualified fire protection professional.

The occupancy for the second floor is believed to be eight (8) people. This needs to be verified by the architect. The owner would like to increase the occupancy in the upper floors to accommodate the addition of one dressing room and a sitting area for the groom side of a wedding party. These two rooms are situated on the servant side of the

residence. The awarded Offeror must meet with the State Fire Marshal's Office, the local fire department and the RIFSC Board of Appeal and Review to discuss and present fire protection options. An agreed upon option will become part of an agreement with officials to re-occupy the upper floors with less restricted access than presently exists. The two (2) options listed below are considered to be potential solutions. The Offeror should evaluate these options and present any other options they deem feasible. As a minimum, the Offeror is to prepare designs for the two (2) options listed below. The two (2) options will be part of the bid package for the project. Option 1 will be included in the Base Bid documents and Option 2 will be an Alternate.

Option 1: Install a (13R) type sprinkler system throughout the main house.

Option 2: Install a domestic sprinkler system (6-8 sprinklers an each compartment house/servant area) that will be independent from the domestic water system. The water source will be split from the existing 2 inch water line located in the basement. It will have a backflow preventer, post indicator valve/shut off, and FDC connection. The coverage will be limited to the egress areas on the upper floors. The system will be connected to the Fire alarm system for both tampers and flow activation. The fire alarm heat detectors will be swapped out to smoke detectors in all rooms above the first floor.

E. SITE IMPROVEMENTS AND LANDSCAPING

Remove paving between the circular drive and the west stair landing. Regrade to eliminate the step at the west landing from the removed paved area. Provide lawn in this area.

Remove existing asphalt drive to the south of the house. Repave the drive in from the south and the circular drive with a penetrated asphalt drive. Replace the rear asphalt parking area and the drive on the east side of the house with new asphalt.

Prune trees as needed away from the house and as needed to remove dead branches and improve the health and appearance of the trees between the garage and house, and at the drive in from the south.

At the edge of the west lawn, replace existing above ground utility lines with new underground utility lines. Install per code in the same location. Remove and dispose of existing utility poles. The architect and their civil engineer are to coordinate with Verizon and appropriate utility companies. The architect is also to coordinate preparation of any easement documents that may be required and provide any associated drawings.

2.4) REQUIRED DESIGN SERVICES

- a) Site Civil Engineering including: design for underground utilities and connections, site drainage, roof drainage considerations, paved parking and paved driveways, site lighting, looming and seeding, ADA compliant site design, permitting, etc. Compliance with any existing environmental permits. Provide an analysis and recommendations for parking,

landscaping, drainage, coastal resource considerations, and other environmental considerations.

- b) Architectural design services with design submissions for the Building Study Report, Schematic Design Phase, Design Development Phase, and 90% Construction Document Phase. The awarded firm must address comments from the owner on the submissions and make revisions as applicable at no additional cost to the owner. The design submissions shall include all design disciplines, i.e. mechanical, electrical, etc. The awarded firm must provide full Architectural and Engineering design services for construction documents and related bidding and construction administration services.
- c) Mechanical, Electrical, and Plumbing (MEP), engineering design services.
- d) HVAC design. The building is to be fully air conditioned on the first floor. The second floor is also to be fully air conditioned if it is feasible to do so in a manner that is not detrimental to the historic fabric of the building. If fully air conditioning the second floor is detrimental to the historic fabric of the building, then as a minimum, the second floor office and bride's room shall be air conditioned in a minimally invasive manner.
- e) Full Fire Suppression and Fire Alarm Design.
- f) Code Analysis:
 - i. Conduct a full building code analysis for the intended uses.
 - ii. Conduct a full fire code analysis for the intended uses.
 - iii. Universal access design in consultation with the Governor's Commission on Disabilities.
- g) Security Design. Positive security control such as through card access, cameras, key pad, motion detectors, etc.
- h) Telecommunications and IT cabling layouts and specifications.
- i) Audio Visual Equipment specifications and layouts. Audio-visual accommodations are necessary on the first and second floors to allow for meetings with break-out rooms to take place here.
- j) FF&E layout and specifications. The successful offeror will provide specialty interior design services as required for coordination of existing Furniture, Fixtures and Equipment (FF&E) to be incorporated into the new facility, assistance with purchasing new furnishings, and services for the design, specification and coordination of finishes. The firm will also provide services to produce all required life safety signage including but not limited to evacuation signs, interior identification and directional signage and site signage.

- k) Testing
- l) Special Inspection Program
- m) Construction Testing/Inspections
- n) Commissioning
- o) LEED® (Leadership in Energy and Environmental Design) Design Services. The building(s) renovation project (if applicable) will be designed to meet a minimum of LEED® Silver Level certification as governed by the US Green Building Council or a similar equivalent standard. All references to LEED® certification in this document shall be interpreted to mean LEED® Silver or an equivalent standard as approved by the State. In addition, as part of this contract, the architect is to provide all administrative services, prepare any required applications, provide required documentation, etc., as may be required in the LEED® Silver Level certification process. The Architect will be responsible for all aspects of this endeavor.
- p) Coordination of the State's 1% Art requirement.
- q) Professional cost estimates are to be provided at the Building Study Report Phase, Design Development Phase and the 90% Construction Document Phase. The cost estimates will be carried forward to the projected bid date. This is to include FF&E. After review of the cost estimates, if the cost estimate(s) are over the construction budget, the owner shall reserve the right to initiate value engineering and redesign services at no additional cost to the owner, terminate the contract or continue with services. Any and all cancellation shall be considered as "cancellation for convenience". The firm shall at that juncture have no basis of claim for any damages or for lost profits for work not performed.
- r) The offeror will provide a detailed/list of improvements for the renovation work with associated costs. The successful offeror will be required to obtain RIHPHC, RIDOA Capital Projects, and RIDOA Facilities Management sign off on the list of improvements and make changes as needed based on feedback from these organizations. A preliminary list should include items identified by RIHPHC listed above.
- s) Provide for preparation of any environmental permitting applications that may be required along with any additional related studies or support documentation that may be required.
- t) The successful offeror will prepare documentation and hold primary meetings with all authorities having jurisdiction including but not limited to the Rhode Island Building Code Commission, The Rhode Island State Fire Marshal's Office, The City of Newport Fire Department, The Rhode Island Historical Preservation & Heritage Commission and the Governor's Commission on Disabilities.

- u) The awarded firm must meet and work with the Rhode Island Historical Preservation and Heritage Commission, RIDOA Division of Capital Projects, RIDOA Division of Facilities Management and other entities to obtain owner approval for the project.
- v) The offeror will hire a qualified firm to determine the extent and nature of all hazardous building and environmental materials and, in coordination with that vendor, provide a plan for the removal of any and all hazardous materials found prior to construction to the authorities having jurisdiction. The vendor's specialty subcontractor will also be responsible for monitoring the contractor's removal of hazardous materials during the demolition portion of the work.
- w) The successful offeror will maintain a project budget with all hard and soft project costs including construction costs, professional fees, review fees, permits, FF&E, telecommunications, 1% Art, contingencies, etc.
- x) Offer shall be responsible to log and maintain all information related to the Construction Closeout Procedures Document from the start of construction until final issuance of Final payment to the Contractor. It will be the responsibility to make sure three sets get submitted by the Contractor after approval of all closeout documents.

2.5) DELIVERABLES:

- a) Preliminary Building Study Report with cost estimate:
Provide ten (10) hard copies plus 1 original suitable for printing, and 5 CDs in pdf.
- b) Final Building Study Report with cost estimate:
Provide ten (10) hard copies plus 1 original suitable for printing, and 5 CDs in pdf.
- c) Schematic Design submission
- d) Design Development Submission with cost estimate.
- e) 90% Construction Documents Submission with cost estimate.
- f) 100% Construction Documents
- g) The Architect shall be required to provide one colored exterior perspective drawing and three colored interior perspective drawings.

2.6) COST ESTIMATES:

A minimum of four (4) professional independent cost estimates produced by a professional cost estimator are required. These are required at the Building Study Report Phase (2); Design Development Phase (1); and 90% Construction Documents (1). The cost estimates shall be carried forward to the projected bid date. (The cost estimates associated with the Preliminary Building Study Report and the Final Building Study Report are considered to be a single cost estimate.)

SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in separated sealed envelopes.

Part One – Technical Proposal

Technical proposal will be evaluated on the following criteria (All Offerors must receive a minimum score of 55 points on the Technical proposal, Offerors not scoring at least 55 points will not be considered for fee proposal evaluation).

A. Experience of the Firm and Project Principals (0-25 points):

Describe the firm's and the firm's consultants general experience as well as its specific experience and qualifications for historic projects of this size, scope and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State's MBE requirements.

Proposals must provide answers to the following questions:

- i. What experience does the Offeror have with historic projects of a similar size, scope and use- has a list of at least three historic projects completed in the last five (5) years been provided?
- ii. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful historic renovation project are specific project examples included, is the background provided for at least five years with three or more projects?
- iii. Are staff and consultants assigned to this project experienced with historic projects of similar size, scope and use - have they provide a list of three projects completed in the last five (5) years?

- iv. Has an organization chart of the firm and any sub-consultants been provided for the project, indicating also MBE status for any firm?
- v. Is the cost estimator familiar with historic projects made up of the use groups defined as to be part of the program?
- vi. Does the architectural team appear able to incorporate program goals and criteria into their design work?
- vii. Does the Offeror have LEED Accredited Professionals on Staff?

B. Project Plan (0-35 points):

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed, it **must** include a project schedule with personnel assignments to project tasks.

Proposals must provide answers to the following questions:

- i. Does the plan illustrate the Offeror has analyzed, interpreted and understands issues presented by this historic project?
- ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
- iii. Does the proposed plan appear sensitive to budget and time constraints?
- iv. Does the plan address relevant design and program issues, by providing possible solutions?
- v. Does the plan include a discussion of value engineering and LEED standards?
- vi. Does the Offeror identify both constraints and opportunities posed by this project?
- vii. Is there a project schedule provided by the Offeror and is that schedule achievable (not overly optimistic or needlessly long)?
- viii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- ix. Does the level of effort for each appear adequate?
- x. Does the Offeror describe their current workload and the availability of their personnel to perform the project, is it a feasible?

C. References (0-10 Points):

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for historic projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

- i. Were the references provided related to historic projects of a similar size, scope and use to the proposed project?
- ii. Did the Offeror's final project provide a good design and program fit?
- iii. Did the Offeror identify problems and issues in a timely and complete manner?
- iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
- v. Did the projects come in on time and in budget, if yes what was the budget and what were the number of change orders on the project?
- vi. Did the Offeror adequately research relevant design and program issues?
- vii. Was the Offeror's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

Part Two – Professional Fee Proposal

Professional Fee proposal will be evaluated (only firms that met the minimum of 55 points in Part One will have the cost proposals opened) on the following criteria (Will represent 30 points max):

- i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.
- ii. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$10,000.00 (*See* Section 3.6.g for what expenses will be considered reimbursables).
- iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project including but not limited to schematic design, design development, contract documents, specifications and bidding phase, bidding for Furniture/Fixtures and Equipment, LEED® application (if applicable) and verification services, application to utility company for any rebates available, construction administration and commissioning, and close-out phases of work.
- iv. The Professional Fee proposal shall include continued probable cost estimates and value engineering and redesign services (including re-submittal of documents) at no additional cost. All fees associated with USGBC should be included as part of the lump sum price.
- v. The proposal with the lowest opened Professional Fee proposal shall receive the full **30 points**. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee

proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: $x/n (y) = \text{points awarded}$; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 30 points.

- b) All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.
- c) The State reserves the right to award based upon the most favorable cost proposal..
- d) Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

3.2) TENTATIVE SCHEDULE & DELIVERABLES DATES:

RFP Announcement	3/7/2013
RFP Question Due to Purchasing (noon)	3/22/2013
RFP Submission Due to Purchasing (11:30am)	4/5/2013
Purchase Order Issued	June 2013
Project Starts	June 2013
Project Design Completion	January 2014
Construction Advertise	January 2014
Construction Award	April 2014
Construction Completion	April 2015
Closeout/Move-in	May 2015

3.3) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases’ website for updated solicitation information and addenda..
- b) A **mandatory** pre-bid meeting will be held at the location, date & time indicated on page one of this solicitation.

3.4) PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this

solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “Architectural, Engineering Services: Eisenhower House Renovations, Newport, RI”.

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

3.5) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
- i. A completed and signed four-page RIVIP generated Offeror certification cover sheet (downloaded from the Division of Purchases’ website <http://www.purchasing.state.ri.us>)
 - ii. A completed and signed IRS Form W-9 downloaded from the Division of Purchases’ website, should only be included in the copy marked “Original” only.
 - iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”.

3.6) ADDITIONAL TERMS AND CONDITIONS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor’s submission.
- b) The successful offeror shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The offeror recommended for contract award will be notified by the Division of Purchases. A contract, based on standard A.I.A. forms will be developed by the Division of Purchases and Division of Capital Projects which incorporate a final work plan and schedule. The

selected offeror must agree to provide all deliverables by the dates established in the final work plan and schedule.

- c) The selected offeror must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their firm who will act as their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule.. The selected offeror shall not change its designated representative during the project without prior written consent from the Division of Capital Projects and Property Management.
- d) The selected offeror must comply with all State and Federal statutory, regulatory and ANSI standards. The selected offeror must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- e) Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:
 - 1. Programming & Schematic Design = 15%,
 - 2. Design Development = 20%
 - 3. Construction Documents = 35%;
 - 4. Bidding Phase = 5%,
 - 5. Construction Administration = 20%
 - 6. Close Out = 5%.
- f) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.
- g) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Projects and Property Management, reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in *Section 2.5 DELIVERABLES*. Reproductions for office use by the selected Offeror and its' consultants shall not be reimbursable, transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP. (See Section 3.1 Part Two, iii.)
- h) Five percent (5%) retainage shall be held by the State until the satisfactory completion of the above referenced scope of work.
- i) If additional sub consultant are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Capital Projects and

Property Management expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub consultants' proposal.

- j) **Conflicts of interest:** The selected Offeror shall certify that neither the firm, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision, shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.
- k) **Cancellation for convenience:** The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Offeror shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide seven (7) days notice of any cancellation.
- l) **Alterations to AIA forms-front end documents:** The Division of Capital Projects and Property Management shall make available to the selected Offeror modified AIA bidding front end and general conditions documents that will require editing by the selected Offeror to make the documents project specific. The editing is to be completed by the Offeror at no additional cost to the State.
- m) **Bid review and contractor de-scoping:** The selected Offeror shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping of up to three potential project contractors. The results of all contractor de-scoping shall be provided in writing to the Division of Capital Projects and Property Management.
- n) **Value engineering:** the selected offeror shall perform, at no additional cost, any and all value engineering necessary to bring the project into budget after the receipt of the professional, independent cost estimates. The selected offeror shall also keep an informal statement of probable costs and provide value engineering corrections on an ongoing basis paralleling project programming and project design work.
- o) **The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected offeror and shall NOT be a regular employee of a construction firm.**

END